



DeKalb County

330 W. Ponce De Leon Ave., 2nd Floor, Decatur, Georgia 30030
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Department of Finance

Internal Audit & Licensing

BUSINESS REGISTRATION REQUIREMENTS

1. DeKalb County Code Section 15-28 requires business owners to register their business name with our office prior to opening the business. Also, this code section requires the applicant to comply with all County requirements before a license can be issued.
2. Application - (a) Must be fully completed, signed and signature witnessed, and (b) complete a home occupation permit (hop) form if the business is operated from a residence.
3. Sanitation Service - Applicants must provide proof of sanitation service or establish service before a business tax certificate can be issued. Home-based business applicant should provide their account number, which appears on the quarterly sanitation billing statement. Businesses operated from a commercial address may call (404) 294-2903 to establish county sanitation service.
4. Payment of the business and occupational tax is due when the application is accepted for processing. Checks or money orders are preferred. **Counter or starter checks are not accepted.** Personal and business checks drawn on a local bank with the applicant's name and address preprinted on it by a commercial printer are acceptable.
5. If the business is a Corporation or Limited Liability Company (LLC), please bring or send us a copy of the Certificate of Incorporation or a copy of the LLC certificate.
6. Before a business and occupational tax certificate can be issued, all registration applications must be reviewed and approved by the Zoning Division of Public Works to ensure compliance with the zoning rules and regulations governing the business location.
7. Some businesses must provide additional information such as:
 - A. Restaurants/food service - (1) Proof of a fire department inspection, (2) proof of a new food service permit and (3) approval by the Zoning Division of Public Works.
 - B. Security Alarm Companies - Background investigation by the Public Safety Department.
 - C. Limousine and taxi operators - Background investigation by the Public Safety Department and proof of insurance on the vehicle.
 - D. Massage Therapists - Contact our office for additional information on special regulations.
 - E. Alcohol license(s) - Contact our office for additional information on special regulations.
 - F. These items are subject to change and the applicant must comply with rules in effect at time of application.